

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your technical and administrative expertise to provide advice on the use of automated systems related to the entry process. This position starts at a salary of \$31,315 (GS-1894-05, step 1) with promotion potential to \$74,628 (GS-1894-11, step 10). Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security by contributing to the process of entering merchandise into the United States.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

You may also be eligible to apply through <https://www.usajobs.gov/GetJob/PrintPreview/344340200>

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Tucson Field Office, Douglas, AZ and Nogales, AZ.

One or more selections may be made using this job opportunity announcement.

Relocation Authorized: No

You must be a U.S. Citizen to apply for this position

You may be required to pass a background investigation

Males born after 12/31/1959 must be registered with Selective Service

You may be required to pass initial and random drug testing

In this Entry Specialist position, you will become a key member of a team of Homeland Security professionals responsible for a wide range of admissibility and control requirements. Typical work assignments include:

- Providing customer service to Customs brokers, importers and carriers by responding to processing questions related to importation of merchandise.
- Resolving discrepancies in the Automated Commercial System (ACS) for entry processing to prevent liquidation, suspension, closure or other action.
- Providing advice on various filer based transactions and collecting and depositing revenue for imported merchandise.
- Managing the entire ACS protest and claims module to ensure accountability, accurate tracking, and proper disposition.
- Analyzing a variety of ACS reports to ensure filer integrity and compliance with laws, rules and regulations.

GS-5: You qualify at the GS-5 level if you possess three (3) years of progressively responsible experience that demonstrated the ability to interpret and correctly apply laws, rules, and regulations; and deal effectively with others to secure their cooperation in complying with requirements. Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the skills necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

GS-7: You qualify at the GS-7 level if you possess one (1) year of specialized experience to include working with and observing a higher graded entry specialist in the processing of entries; examining assigned entry forms, invoices, entry permits, and other forms; applying conversion tables of foreign weights and measures and verifying the conversion of foreign currency to United States currency as submitted on the assigned entry; and searching for and assembling pertinent information from office files and records.

OR

Education Substitution

GS-5: You may substitute the successful completion of a Bachelor's degree or a full 4-year course of study in any field leading to a Bachelor's degree for the experience required at the GS-5 grade level. This education must have been obtained in an accredited college or university. One year of full-time undergraduate study is defined as 30 semester or 45 quarter hours.

GS-7: You may substitute the successful completion of one year of fulltime graduate education for the experience required at the GS-7 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours.

OR

GS-7: You may also substitute superior academic achievement for the experience required at the GS-7 level. You must have completed the requirements for a Bachelor's degree from an accredited college or university with a grade point average of 3.0 or higher on a 4.0 scale, or have a class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society. Refer to www.cbp.gov for additional information.

OR

Combining Experience and Education: To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in excess of the amount required for the next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100%.

You must:

- Meet all qualification requirements, including education, subject to verification at any stage of the application process; and

- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Wednesday, June 12, 2013.

Training: You may be required to attend 2½ weeks of paid training at the Federal Law Enforcement Training Center in Charleston, SC.

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses.

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of Customs laws, regulations, policies and procedures related to admissibility, control, entry and export of merchandise, and tariff classification in order to screen entries and to classify and appraise entered merchandise.
- Ability to apply federal rules, regulations and procedures to specific situations or problems, and to make determinations on compliance.
- Knowledge of automated systems in order to input data, resolve problems, and obtain information used to make entry decisions.
- Knowledge of processing functions related to importation of merchandise in order to determine if all requirements have been met.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to (478) 757-3144. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 897713 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 Eastern Standard Time on Wednesday, June 12, 2013**

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/YY). Your resume should also contain your full name, address, phone number, email address, and your work schedule and salary.
- **Your responses to the job questionnaire**
- **Are you qualifying based on education?** Submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; SF-50B; a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Veterans preference points are not applicable to Merit Promotion announcements.**
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Background Investigation: To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet those standards, selected applicants may be required to undergo, and must successfully pass, a background investigation for placement into this position. This may include a review of financial issues and disclosure regarding criminal offenses and illegal use or possession of drugs. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is covered under the bargaining unit.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link:

[http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&amp;amp;amp;amp;amp;amp;amp;vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCR](http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&amp;amp;amp;amp;amp;amp;amp;amp;vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCR)

Relocation expenses **will not** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

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Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv